

Manual Handling Risk Assessment Template

For small UK food businesses. Adapt this template to your own premises, equipment, staff, processes and local authority requirements.

Business name	Site / area	Completed by	Review date

How to use this template

- Walk around the premises and identify hazards that could cause injury, illness or a serious food safety issue.
- Record who could be harmed, what controls are already in place and what further action is needed.
- Keep the completed version with your health and safety / food safety records and review it regularly.
- This is a starting point only. Delete anything irrelevant and add hazards specific to your business.
- Consider the task, the load, the working environment and individual capability before deciding controls.

Hazard	Who may be harmed / how	Existing controls	Risk after controls	Further action needed	Person responsible	Review / done date
Lifting heavy stock deliveries	Staff could suffer back, shoulder or hand injuries when lifting boxes, sacks, drinks, oil or frozen stock.	Staff avoid lifting beyond capability; heavy items split where possible; two-person lifts used; stock moved close to body; delivery area kept clear.	Medium	Provide trolley/sack truck where practical and agree max single-person lift guidance.		
Moving oil/fat containers	Staff could suffer strain or spill hot/cold oil causing slips or burns.	Oil moved only by trained staff; containers kept sealed; hot oil not moved unless procedure allows and equipment is suitable.	Medium	Review fryer filtering/oil disposal process and provide correct equipment/PPE.		
Awkward lifting in storage areas	Staff could be injured reaching into low freezers, high shelves or cramped stores.	Heavy items stored between knee and shoulder height where possible; step stool used for high shelves; storage kept organised.	Low / Medium	Rearrange storage so heaviest/frequent items are easiest to access.		
Repetitive tasks	Staff could develop strain from repeated chopping, carrying, lifting trays, portioning, cleaning or stock rotation.	Tasks rotated where practical; breaks taken; correct tools used; staff report discomfort early.	Low / Medium	Review repetitive tasks during busy shifts and adjust roles where needed.		
Carrying hot/heavy trays or pans	Staff could suffer burns, strains or drops when moving trays, pans, bain-marie inserts or stock pots.	Loads kept manageable; dry oven cloths/gloves used; route cleared first; two-person lift for large/heavy items.	Medium	Add rule for when two-person lift is required.		
Waste handling	Staff could strain themselves lifting heavy bin bags or moving bins.	Bags not overfilled; liquids drained where safe; bins on wheels used; route kept clear; gloves available.	Low / Medium	Set maximum fill level and empty bins more often during busy service.		
Individual capability	Young workers, pregnant workers, new staff or staff with injuries may be more at risk.	Staff encouraged to speak up; tasks adjusted where needed; training provided; unsafe lifting discouraged.	Low / Medium	Check manual handling needs during induction and after any injury/absence.		

Add your own site-specific hazards below

Hazard	Who may be harmed / how	Existing controls	Risk after controls	Further action needed	Person responsible	Review / done date

Sign-off

Name	Role	Signature	Date

Disclaimer: This template is general guidance only. It is not legal advice and should be adapted to your own premises, equipment, processes, staff, risk level and local authority requirements. Review regularly and after any significant change, incident, near miss or inspection feedback.